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IS 15282 (2003): Entries in a Directory of Periodicals [MSD 5: Documentation and Information]

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आवधिक पत्रिकाओं की डायरेक्टरी में प्रविष्टियाँ

Indian Standard

ENTRIES IN A DIRECTORY OF PERIODICALS

ICS 01.140.20

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BUREAU OF INDIAN STANDARDS
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG
NEW DELHI 110002

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Documentation and Information Sectional Committee, MSD 5

FOREWORD

This Indian Standard was adopted by the Bureau of Indian Standards, after the draft finalized by the Documentation and Information Sectional Committee had been approved by the Management and Systems Division Council.

Various forms of making entries in a Directory of Periodicals are in use. By bringing out this standard, effort has been made to harmonize making entries in directory of periodicals with a view to facilitate retrieval and exchange of information about periodicals.

Indian Standard

ENTRIES IN A DIRECTORY OF PERIODICALS

1 SCOPE

1.1 This standard lays down guidelines for making entries in a directory of periodicals.

1.2 This standard does not cover periodicals in electronic form.

2 REFERENCES

The following Indian Standards contain provisions which, through reference in the text, constitute provision of this standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this standard are encouraged to investigate and apply the most recent editions of these standards:

IS No.	*Title*
18 : 1999/ ISO 4 : 1997	Information and documentation — Rules for the abbreviation of title words and titles of publications (*third revision*)
6666 : 1972	Recommendation for frequency notation for periodical publications
10101 : 1982	Guide for international standard serial numbering (ISSN)
14836 (Part 1) : 2000/ ISO 3166-1 : 1997	Codes for the representation of names of countries and their subdivisions : Part 1 Country codes

3 ELEMENTS OF ENTRIES

3.1 Key Title

3.1.1 Title given to a serial in International Serial Data System (ISDS) is defined as a key title. It is derived from the title information appearing in the publication at the time of registration. Articles appearing in the beginning of the title shall be dropped.

3.1.2 When the information on the title source includes a generic term, such as bulletin, technical bulletin, journal, transactions, proceedings, newsletter and report or its equivalent in other languages, and that generic term is linguistically separated from the issuing body, the key title should be rendered as in the generic term followed by the name of the issuing body. The generic term is separated from the name of the issuing body by a space hypen space.

Examples

1) Bulletin — Indian Geological Association

2) Journal — British Medical Association

3.1.3 In case periodicals contain the name of the issuing body and the title can stand independently, then the name of the issuing body is not attached with the title.

Examples

1) Indian Journal of Pure and Applied Mathematics (Indian National Science Academy, New Delhi)

2) Pramana (Indian Academy of Sciences, Bangalore)

3.1.4 Key title starting with numeric form is to be rendered as such, but its alphanumeric sequence is determined based on spelling out the numbers.

Examples

1) 3D Education

2) 2001

The former is to be alphbetised as, Three D Education, whereas the latter as, Two thousand and one for alphabetical sequence.

3.1.5 In case title has various sections/parts/ supplements, etc then they are to be kept as a part of the main title, but are shown separately.

Examples

1) Indian Journal of Chemistry — Section A

2) Indian Journal of Chemistry — Section B

Similarly

1) Proceedings of Indian National Science Academy — Part A.

2) Proceedings of Indian National Science Academy — Part B.

3.2 Parallel or Variant Title or Alternate Title

Whenever an alternative title occurs it has to be mentioned for identification. Acronym title, titles in different languages or scripts are examples. These provide additional access points for search.

3.3 Previous Title

If a title has previous history, for example, change in title, merger with another title or splitting from a title, continuation of previous title, successor title or resumption of earlier title, the individual titles shall be appropriately recorded alongwith cross references, linking these titles.

3.4 Language

Language may be represented by a code. If a periodical is published in more than one language, all the language codes shall be mentioned and defined. Distinction should not be made between mother language code and additional language code.

Examples

Yojna and *India Today* are published in multiple languages. Their language codes are mentioned as follows:

a) Yojna eng, hin, tam, ---

b) India Today eng, hin, ---

Language codes for different Indian languages are given below:

Sl No.	*Language*	*Code*
i)	Assamese	asm
ii)	Bengali	ben
iii)	English	eng
iv)	French	fre
v)	German	ger
vi)	Gujarati	guj
vii)	Hindi	hin
viii)	Italian	ita
ix)	Kannada	kan
x)	Kashmiri	kas
xi)	Malayalam	mal
xii)	Marathi	mar
xiii)	Oriya	ori
xiv)	Punjabi	pun
xv)	Russian	rus
xvi)	Sanskrit	san
xvii)	Sindhi	snd
xviii)	Spanish	spa
xix)	Tamil	tam
xx)	Telgu	tel
xxi)	Urdu	urd

3.5 Year and Volume Number

Both the year of commencement and volume number of publication shall be given if available, so as to indicate approximate age of the periodical. Any change in the volume serial shall also be indicated suitably.

3.6 Frequency

Frequency of a periodical shall be indicated as per IS 6666, for example, number of issues per year, that is, 6/12 means six issues in a year.

3.7 Subscription Rate

Latest annual subscription price shall be given. Prices shall be given in the currency of the country of origin. The terms of availability of periodical shall also be indicated. For example, aspects such as, free to members, special subscription for students, etc, need to be presented.

3.8 Country of Publication

Country of publication shall be given by a two letter code as given in IS 14836 (Part 1).

3.9 Sponsoring Body

Many periodicals are controlled by a sponsoring organization. Name of the sponsoring body, wherever available shall be given in circular brackets, if it does not occur in continuation of the title proper on the title page. This may be a name of a Society, Association or Institute. In case of joint sponsors of any periodical, not more than two names shall be given and cross references shall be provided for other sponsors.

3.10 Publisher's Name and Address

Name and complete address of the publisher shall be given with a view to facilitate acquisition. If the same publisher brings out the same periodical from different countries then addresses of all the countries may be given.

3.11 Telecommunication Numbers

Telephone, Fax Number, E-mail and Internet address of the publisher/distributor, wherever available shall be provided.

3.12 Coverage by Abstracting and Indexing Services

Titles of abstracting and indexing services shall be given in an abbreviated form as per IS 18.

3.13 Special Features

Features like author abstract, book review, news and notes, forthcoming conferences, special issues may

be indicated by an appropriate abbreviations as given below:

	Full Text	*Abbreviation*
a)	author abstract	auth abst
b)	book review	bk. rev
c)	news and notes	news and notes
d)	forthcoming conferences	forth conf
e)	special issue	spl. issue
f)	bibliographies	bibl

3.14 Circulation

If a publisher provides circulation figures the same may be given. If circulation is restricted the same shall be indicated by 'restricted'.

3.15 Sale of Periodicals

If the marketing rights have not been given to any agent and it is done exclusively by the publisher or the sponsor, the information shall be appropriately indicated as 'Supplied by ...../Marketed by ..... .

3.16 Form of Availability

Number of periodicals are being made available in electronic form. Information regarding whether the periodical is available in any other form, for example, microfilm, microfiche, CD-ROM, online, etc, in full text or otherwise shall be appropriately indicated.

3.17 ISSN (International Standard Serial Number)

International Standard Serial Number, a unique identification number assigned to a serial title by national centres under the auspices of International Serials Data Systems (ISDS) shall be given. This entry shall conform to IS 10101.

3.18 Referred Periodical

Many periodicals are reviewed and evaluated to maintain the quality of scholarly materials published and if this information is provided by the publisher, the same may be indicated by a symbol or notation. Symbol or notation to be used shall be defined in the directory.

3.19 Classification and Subject Heading

Class numbers shall be based on a standard scheme of classification and subject headings may be based on a thesaurus or subject heading list or any subject indexing system. The classification and subject heading system used shall be indicated in the directory.

3.20 Brief Description

A brief description of the contents and editorial focus including name of the editor or chairman of the editorial board along with their addresses shall be provided. This information would be useful for assessing the utility of the periodical.

4 SEQUENCE OF INFORMATION ITEMS IN A DIRECTORY OF PERIODICAL

4.1 The following sequence of information items shall be adopted for entries in a directory of periodicals:

a) Key title
b) Parallel title
c) Previous title
d) Language
e) Year of starting and volume number
f) Frequency
g) Subscription rate for individuals and for institutions separated by a colon
h) Country of publication
j) Sponsoring body
k) Publisher name and address
m) Telephone, fax, internet address
n) Coverage by indexing abstracting services
p) Special features
q) Circulation
r) Sale of periodicals
s) Form of availability
t) ISSN
u) Referred periodical
w) Classification and subject heading
y) Brief description

4.2 A sample entry in a directory of periodicals is given below:

Journal of Scientific and Industrial Research. eng. 1, 1942. 12/12. Rs. 800 ($ 250). II. Council for Scientific and Industrial Research, New Delhi. National Institute of Science Communication. Dr K. S. Krishnan Marg, New Delhi — 110 012. Tel : 5746024, 5786301/7. Fax : 091-11-5787062. E-mail : niscom@sinnetd.ernet.in. auth abst bk.rev news and notes. Incorporating Research and Training. ISSN 022-4456. Referred Periodical. Science 500. Primarily for industrial entrepreneurs, technologists, engineers, technocrats and administrators in industry.

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Review of Indian Standards

Amendments are issued to standards as the need arises on the basis of comments. Standards are also reviewed periodically; a standard along with amendments is reaffirmed when such review indicates that no changes are needed; if the review indicates that changes are needed, it is taken up for revision. Users of Indian Standards should ascertain that they are in possession of the latest amendments or edition by referring to the latest issue of 'BIS Catalogue' and 'Standards : Monthly Additions'.

This Indian Standard has been developed from Doc : No. MSD 5 (196).

Amendments Issued Since Publication

Amend No.	Date of Issue	Text Affected

BUREAU OF INDIAN STANDARDS

Headquarters:

Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi 110 002
Telephones : 323 01 31, 323 33 75, 323 94 02

Telegrams: Manaksanstha
(Common to all offices)

Regional Offices :	Telephone
Central : Manak Bhavan, 9 Bahadur Shah Zafar Marg NEW DELHI 110 002	323 76 17 323 38 41
Eastern : 1/14 C. I. T. Scheme VII M, V. I. P. Road, Kankurgachi KOLKATA 700 054	337 84 99, 337 85 61 337 86 26, 337 91 20
Northern : SCO 335-336, Sector 34-A, CHANDIGARH 160 022	60 38 43 60 20 25
Southern : C. I. T. Campus, IV Cross Road, CHENNAI 600 113	254 12 16, 254 14 42 254 25 19, 254 13 15
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